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OFFICE OF FINANCE STAFF MEETING MINUTES

17 March 1982

A. Notes Based on DDA Staff Meetings:

- 25X1 1. It was reported [] spoke in the HQS. Auditorium as part of the Women's History Week Program last week.
- 25X1 2. [] OT&E, had a heart attack last week, in Arlington Hospital, doing well.
- 25X1 3. [] diagnosed with cancer of the colon, prognosis not good.
- 25X1 4. [] announced Dr. Charles King who did the TV program, "Black and White", has been hired by the DDI. Presentations on "Human Resources Sensitivities" will be given on 23/24 March, 15/16 April and 3/4 and 6/7 May at Harpers' Ferry, two or three spots are available to the DDA.
- 25X1 5. [] appointed Director of the Office of Current Production and Analytic Support, DDI and [] appointed Assistant to the DDI for Current Support. 25X1
6. Mr. Gates reported the Ops. Center to be upgraded with revised names and addresses.
- 25X1 7. Office of Personnel announced the Agency is in a posture now to hire [] for remainder of the year. OP used an attrition rate, 3.5%, to arrive at projected figure. A/DDA will meet on Friday to discuss the numbers with DDA Office Heads.
8. Mr. McMahon mentioned Bernie McMahon is retiring from the Navy and is looking for a job.
- 25X1 9. Reported [] DD/OC, is doing well after open heart surgery.
10. Reported ODP, Applications Division is being reorganized, customers to be briefed.
11. Reported paper has been prepared by OGC dealing with post-employment procedures. The OGC draft is out for coordination/comments.
12. Reported need a DDA representative for the Cafeteria Committee. Anyone interested, submit name by Friday.
- 25X1 13. [] reported the DDA is doing well on records review and retirement program. Reported DDO destroyed 2600 cu. ft. of records and eliminated 84 safes. 25X1

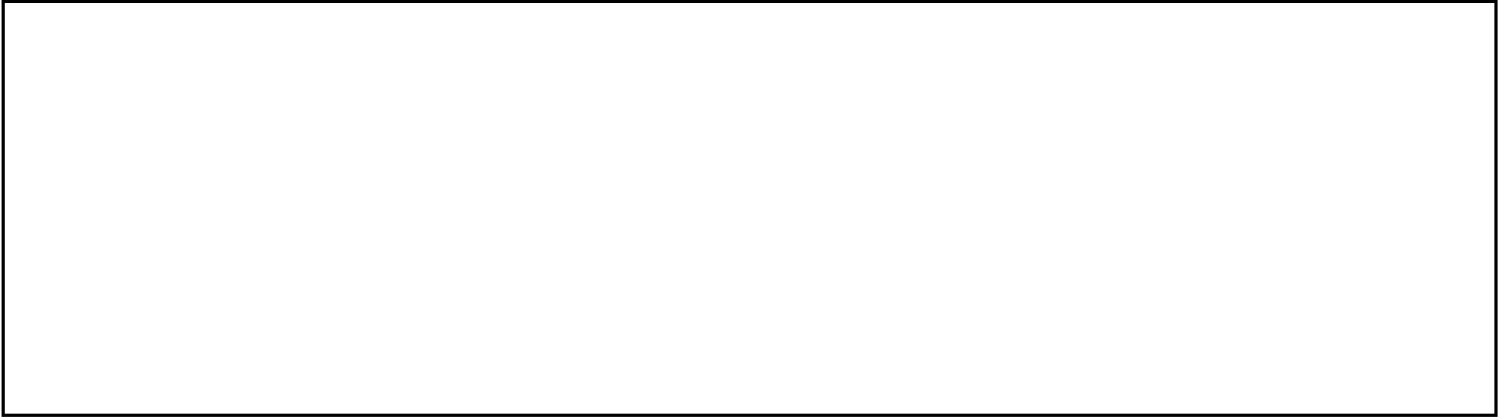
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14. Reported three firms have been selected to submit bids for the new building.

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B. Around-the-table:



The Evaluation and Promotion Panels for GS-7's and GS-8's have been completed, as has the Evaluation and Promotion Panel for the GS-7 Stenos and Clerk-Typists.

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2. [] reported talking with ODP and looking at various travel systems. There will be a briefing on 30 March on a commercially developed system that may prove to be viable permitting the automation of the Agency's travel procedures.

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3. [] reported he will be meeting today with Joe Banyas and Shirley Bush, State Department, to discuss foreign nationals.

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4. [] reported have completed filing 1981 Federal and State tax returns for the year.

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5. [] reported had second meeting with [] on impact of multi-year appropriations to the reserve and to the Agency Financial System. Meetings have been very helpful, ODP has not come up with decision as yet as to time and resources involved and the impact on ODP. Working on several options. Also still working on FRS. Also reported meeting with ODP concerning decentralization of obligations and the establishment of commitments in GAS.

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